



# Grade Quicksheet

## Online Grade Submission

The online grade submission website is open at the end of the semester for grade submissions. You will receive an e-mail notification which will include the dates and steps for submission.

**Deadline for Grades: Wednesday after the last day of classes.**

### Please Note

Once you submit the grades you can no longer make any changes to them online.

Use "Store Working Copy" until you are certain that you want to submit them.

1. Go to <http://vault.andrews.edu>
2. Click **Registrar**
3. Click **Grade Submission**. If prompted, login using your Andrews username and password
4. Click **Submit Grades**
5. From the drop-down menu, select a class you wish to submit grades for
6. Select grade for each student (*for Incompletes, see reverse*)
7. Click **Store Working Copy of Grades** or **Submit Final Copy of Grades**  
(*All courses appearing on your list have students enrolled and require a grade. Once you have submitted final grades for a given class, the class will disappear from the list and changes cannot be made online.*)
8. Click **View Submitted Grades** if you wish to view the grades you have submitted

**Office of Academic Records**  
269-471-3375

### Hours

Monday – Thursday 9 AM to 5 PM  
Friday 9 AM to 12 PM

### Services

AU Transcript Requests: 269-471-3443  
Diplomas & Grades: 269-471-6231  
Registration: 269-471-6229

[www.andrews.edu/services/registrar](http://www.andrews.edu/services/registrar)

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# Incompletes, DG's, Revisions

## Incomplete Grades to Deferred Grades

**DG (Deferred Grade)** Used for selected courses whose requirements are not likely to be completed within one term. Only certain courses have been approved by committees to allow for DGs. If a course is not coded for this type of grade, the system will not take it.

**Incomplete Grade** Used for illness or unavoidable circumstances, not because of negligence or poor performance. These are given only when the major portion of class requirements have been completed. The **Online Incomplete Contract Form** specifies the details that must be included. When an Incomplete grade is issued, a fee is charged to the student.

## Revision of Grades

### Change an Incomplete or a Deferred Grade from a Previous Semester

- ▶ Changes to replace an I or a DG are to be done on the online grade submission site for classes taught within the last two years.
- ▶ For classes taught over two years or more, the instructor must come to the Office of Academic Records to make the change in the grade book.
- ▶ Changes must be initialed and dated by the instructor in the book.
- ▶ Please come prepared with student and course info (name, semester, term of class)

### Correction of a Grade Due to Instructor Error

- ▶ Alterations to the official grade records are **allowed only for instructor error**, and not because additional work was completed since the grade was assigned.
- ▶ These errors are reported on the **Official Grade Change Form** and must be signed by the instructor and the dean. A written statement must be included on this form.
- ▶ The **Official Grade Change Form** is available at the Office of Academic Records or through your dean's office.

### Time Frame for Letter Grade Changes

- ▶ Grade changes may be made only in the semester following.
- ▶ In extenuating circumstances, a change may be made up to two semesters following the course, but require the dean's signature.
- ▶ For a course at an off-campus location, the grade change must occur within **three terms** following.

#### Incomplete Deadline (non-graduates)

- ▶ Last day of semester.

#### DG & Incomplete Deadline (graduates)

- ▶ **Spring/Summer:** Thursday 2 weeks before graduation.
- ▶ **Fall (Dec):** Thursday following final exams.

### Authorized Faculty

- ▶ Only when authorized by the faculty member of record, may the grade change be completed by another faculty. (example: email permission)

### More Questions?

[www.andrews.edu/go/submitgrades](http://www.andrews.edu/go/submitgrades)

Diplomas & Grades: 269-471-6231 [grades@andrews.edu](mailto:grades@andrews.edu)